



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

November 18, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

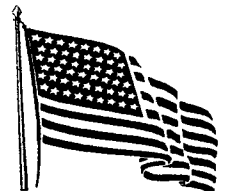
**RISK MANAGEMENT INFORMATION SYSTEM
IMPLEMENTATION PROJECT STATUS REPORT – NOVEMBER 2002**

Per your Board's instructions, we are providing a monthly status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art, risk management information system (RMIS). Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected Department Heads to develop an implementation plan for departmental use of the RMIS and instructed each Department/District Head to include in their Goals and Objectives the use of the RMIS.

In response to your Board's direction, departments made (and continue to make) substantial additional effort to participate in the implementation and plan to incorporate the use of the system within their operations. We have responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's recent approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services has enabled the CAO to accommodate these departments' needs.



United We Stand

Accomplishments

Since our October 15, 2002 report, the following has been accomplished:

- The project team has met with County Counsel staff and reviewed the final claims and lawsuit module specifications that will be used to complete the customization of the RMIS.
- A tentative system preview schedule has been set for the CAO, County Counsel and Third Party Administrator management in mid-December.

Current Status

- Risk Technologies, Inc. (RTI) and the CAO are currently working to complete the final work flows and specifications which include the most recent notes collected from County Counsel last month.
- RTI has begun to put together draft-training manuals for CAO to review for the Executive Office staff that will be trained in the beginning of 2003.
- Competing business priorities during the final phase of implementation have caused some adjustment to the milestone deadlines.

| Completed Project Milestones | <u>Start Date</u> | <u>Finish Date</u> |
|---|------------------------------------|-------------------------------------|
| JAD Session 1: Initial templates Definition | March 6, 2001 | May 9, 2001 |
| JAD Session 2: Design Concepts Complete | May 10, 2001 | July 23, 2001 |
| JAD Session 3: Document Dept. Needs | July 24, 2001 | August 22, 2001 |
| JAD Session 4: Dept Needs Continued | August 23, 2001 | October 5, 2001 |
| JAD Session 5: Finalize System Design | January 21, 2002 | February 8, 2002 |
| JAD Session 6: Final Design Review | March 11, 2002 | March 14, 2002 |
| Hardware / Software / VPN Configuration | May 1, 2002 | July 31, 2002 |
| Upcoming Project Milestones | <u>Scheduled Start Date</u> | <u>Scheduled Finish Date</u> |
| Claims and Lawsuits Design Review Process | June 2, 2002 | November 30, 2002* |
| Departmental / TPA Users Training | August 15, 2002 | January 15, 2003* |
| Parallel System Testing Process | October 15, 2002 | January 20, 2003* |
| RMIS System Go Live Process | December 21, 2002 | March 4, 2003 |
| RMIS Final Testing and Acceptance | March 4, 2003 | |

* These dates have been rescheduled due to competing business priorities

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY

DU:CY:ljs

c: Executive Officer, Board of Supervisors
County Counsel